

**UNITED STATES COURT OF APPEALS
FIFTH JUDICIAL CIRCUIT
600 CAMP STREET, ROOM 300
NEW ORLEANS, LOUISIANA 70130**

**GREGORY A. NUSSEL PHONE: [504] 589-2730
CIRCUIT EXECUTIVE FAX: [504] 589-2722**

POSITION RECRUITMENT ANNOUNCEMENT

Title: Deputy Circuit Executive

Circuit Executive's Office
Fifth Circuit - New Orleans, Louisiana

Grade Range: Target Grade JSP 16 (\$89,669 - \$116,567 per annum)

Duties: The Deputy Circuit Executive is appointed by, and acts in the absence of, the Circuit Executive in providing administrative support to the Chief Judge, the Judicial Council, and the courts of the Fifth Circuit. Representative duties include, but are not limited to, the following: (1) manages the major functions of the Circuit Executive's Office, including administration, budget, personnel, automation, and space and facilities; (2) supports the Judiciary space and facilities program for all courts of the Fifth Circuit, including providing accommodations, architectural services, space planning, and interior design; (3) oversees direction of the automation program and resources of the Court of Appeals and provides staff support circuit-wide for research and development, user groups, the Data Communication Network, and telecommunications; (4) supports the Court of Appeals in budget decentralization, security, and space and facilities; (5) conducts studies relating to the business of the courts within the circuit and prepares findings for the Council, the chief Judge, and other parties.

Requirements: The position requires an undergraduate degree from a college or university of recognized standing and a minimum of six years progressively responsible administrative experience in public service or business, which provided a thorough understanding of organizational, procedural, and human aspects in managing a complex organization. At least three years' experience must have been in a position of substantial management responsibility. Preferred qualifications include a postgraduate degree in business, law, public or judicial administration; training or certification in court management; experience in federal court administration; knowledge of automated systems.

Skills: ·Strong analytical and statistical skills.

- Polished written and oral communications skills.
- Strong interpersonal skills.
- Creativity and initiative.

Apply to: Submit cover letter, resume, and salary history to:

Mr. Gregory A. Nussel
Circuit Executive
U.S. Courts, Fifth Judicial Circuit
600 Camp Street, Room 300
New Orleans, Louisiana 70130

Deadline: Friday, May 1, 1998. Anticipated entrance on duty Summer 1998.

The Fifth Circuit is an Equal Opportunity Employer.

Funding is not available to support interviewee travel or relocation expenses.